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Chief, Management Staff

7 November 1958

Chief, Records Management Staff

Weekly Report for Week Ending 5 November 1958

1. Contributions

a. Tangible

(1) Six Agency offices transferred 244 cu. ft. of inactive records to the Center.

(2) Completed the File Installations and the training of personnel to operate the systems in the Mobilization Staff and the Interim Assignment Section. Three cubic feet of records were returned to the Center and eight cubic feet were destroyed as this installation was made.

(3) Completed nine new and 16 revised forms and made one form obsolete.

b. Intangible

(1) Provided the Supply Division with a list of functional code numbers and numbers assigned to offices of primary interest in connection with our Forms Management program. This information will be used in filling requisitions for forms.

2. Assignments & Active

a. Forms

(1) Five new and 25 revised forms pending.

(2) Printing Services Division Survey. Waiting for comments from Division on one form.

25X1C4a

(3) Reduction in [redacted] requirements for Forms. Reviewed catalog proposed by Office of Logistics for forms suitable for overseas use.

(4) Revision of Travel Order. Waiting for comments from DD/P.

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(5) Teletype Dissemination Information Reports and Systems.

In conjunction with Reports Control DD/P developed tentative revisions for present form.

(6) Revision of Dispatch Form.

Analysis of 24 proposals from 11 different sources, including employee suggestions, completed. Proposals for revision of form in process of submission to DD/P.

b. Shelf Filing

(1) Office of Personnel.

(2) Map Library Division/OCR.

(3) Acquisitions Branch Library/OCR.

(4) Industrial Register/OCR. Purchase order for equipment being prepared by Office of Logistics.

(5) Office of General Counsel.

c. Filing Systems

(1) Office of Personnel Subject-Numeric Files. See 1 .a.(2).

FOIAb3b1 [redacted]

(3) Security Staff New Building.

(4) Office of Communications, [redacted] 25X1A6a

(5) Office of Personnel/Contract Personnel Division.

d. Audit and Revision of Records Control Schedules

(1) Medical Office.

(2) OCR.

e. Vital Records

(1) Arrangements completed with ARO and Custodian of Vital Materials Repository to proceed with withdrawal and destruction of obsolete intellofax cards. To date, over one million cards have been eliminated from the Repository.

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(2) At the request of the AEC,OSI, we are assisting in making arrangements to indoctrinate 19 of their employees in the Vital Materials Program procedures used at the Repository.

3. Assignments - Inactive

a. OSI-Subject-Numeric Files Installations.

b. Logistics Security Staff Card Index. 25X1A9a

c. Machine Records Division Files Survey. [redacted] 25X1A9a

4. News 25X1A9a [redacted]

a. [redacted] attended the Office Management Conference sponsored by HCMA and the University of Maryland.

b. Five members of this Staff attended the CSM luncheon meeting.

25X1A9a

c. [redacted] attended a three-day orientation seminar on Forms Management conducted by AMA in New York City.

25X1A9a

[redacted]

Distribution:
Orig - Addressee
1 - Mr. [redacted]
1 - Mr.
1 - Mr.
1 - Miss
1 - Mr.
1 - Mr.
1 - RMS (REPORTS -1 JULY-DECEMBER 1958)

25X1A9a

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(Mgt/SRMS [redacted] fjm (7 Nov '58)

11/7/58

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